

APPENDIX B

FOR MANAGEMENT USE ONLY

SECURITY CLASSIFICATION, IF ANY

INVENTORY OF ATTRIBUTES
(Reference: NSA/CSS PMM 30-2, Chapter 340)

SOCIAL SECURITY NO

NAME (Last, First, MI)

RETURN EMPLOYEE RANKING TO MIB BY

GRADE

ORG

COSC

DATES EMPLOYEE UNDER SUPERVISION (22)
FROM (Yr) (Mo) (Da) TO (Yr) (Mo) (Da)

Supervisor's
Information

SOCIAL SECURITY NO (33) NAME (Last, First, MI)

GRADE (e.g. GGD1305)

INSTRUCTIONS

This inventory is ~~NOT~~ to be discussed with the employee.
Compare this employee with others in the same grade level
regardless of the occupational specialty title. Assign your

numeric evaluation using any of the numbers 01 through 99
from the scale below.

01 BELOW AVERAGE 33 AVERAGE 67 ABOVE AVERAGE 99

EVALU-
ATION
(24)

ATTRIBUTE DESCRIPTION

NARRATIVE COMMENTS, IF ANY

A. Innovativeness: Consider how well the individual
provides problem solutions, shows ingenuity and creativity
and pioneers in seeking new ways to complete work
faster and more accurately.

(25)

B. Effectiveness in working with people: Consider
how well the individual interacts and deals with others, his/
her effectiveness in establishing and maintaining working
relationships with peers, subordinates and supervisors.

(26)

C. Drive and initiative: Consider the extent to which
the individual demonstrates attributes such as forcefulness,
aggressiveness and enthusiasm.

(27)

D. Personal characteristics: Consider all personal
characteristics as they affect the individual's job
performance.

Present

(28)

E. Subject-matter knowledge: Consider the
individual's depth and breadth of knowledge and skills
required at his/her present and next higher grade.

Higher

(29)

F. Advancement potential: Consider how the
individual compares with others for advancement to
a position of greater responsibility and his/her overall
capability for progression within the career field.

(30)

G. READINESS FOR PROMOTION

(31) In your opinion, how ready is this individual, compared with others in the same grade, to be promoted?
Enter the number of the appropriate response in the box at the left.

1. Outstanding growth potential based on demonstrated performance. Promote at first available opportunity.
2. Demonstrates capabilities for increased responsibility. Should be promoted.
3. Performance not in present grade, but not suitable for promotion at this time.
4. Performance does not demonstrate readiness for promotion at this time.

NARRATIVE COMMENTS REQUIRED

H. RANKING WITHIN PEER GROUP (Enter the appropriate numbers to complete the following statement (no two employees
can have the same rank). The highest rank is 001, continuing down through the number of employees at that grade level.)

1. For
Immediate
Supervisor

OF THE

EMPLOYEES I SUPERVISE AT THIS GRADE LEVEL, THIS EMPLOYEE RANKS

SUPERVISOR'S SIGNATURE

ORGANIZATIONAL TITLE

DATE (34) (Yr) (Mo) (Da)

2. Reviewing
Official

OF THE

EMPLOYEES IN MY ORGANIZATION AT THIS GRADE LEVEL, THIS EMPLOYEE RANKS

(Promotion Only
or Higher Grade)

REVIEWING OFFICIAL'S SIGNATURE

ORGANIZATIONAL TITLE

DATE